

# MEMO

**DATE:** July 7, 2005

**TO:** Administration Committee  
Regional Council

**FROM:** Debbie Dillon, Human Resources Manager, 213.236.1870, [dillon@scag.ca.gov](mailto:dillon@scag.ca.gov)

**SUBJECT:** Classification/Compensation Plan Status Report

## EXECUTIVE DIRECTOR'S APPROVAL:

### **BACKGROUND:**

At the March Administration Committee meeting a Regional Council member requested that the Personnel Committee review the classification/compensation system work plan. The Personnel Committee received this status report at their May 19, 2005 meeting. This report provides a status report on the classification/compensation plan from 2000 to the present.

The SCAG Best Practices Study recommended a comprehensive classification and salary study be conducted. A consultant, Personnel Concepts, Inc., was retained in 2000 to complete a comprehensive study. The Regional Council approved the study and the recommendations contained therein in August 2001.

Both the Best Practices Study and the Personnel Concepts, Inc. study further recommended that the Human Resources office conduct incremental classification reviews of all agency classes so that all classes are reviewed and evaluated at least once every five years. Additionally, both studies recommended that the Human Resources staff conduct a comparative salary survey annually or bi-annually with comparable organizations within SCAG's labor market and present the survey to management and make recommendations for adjustments as appropriate.

The Personnel Committee provided subsequent direction that there be no classification studies performed in the first two years following the implementation of the Personnel Concepts, Inc. study.

Progress on the classification and compensation work has been reported to the Personnel Committee during the last two years.

## CLASSIFICATION/COMPENSATION WORK PLAN UPDATE

### Classification studies completed since August 2003:

109 budgeted positions FY 04/05

- 22 positions studied
  - 0 reclassified downwards
  - 14 no change
  - 8 reclassified upwards

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# MEMO

- 27 positions in progress
  - August 2005 targeted completion - 50% complete
- 49/109 completed or 45% of total
- 60/109 position remaining with planned completion by June 30, 2006

## Annual compensation review of benchmark classes:

A comparative salary survey has been conducted annually since the implementation of the study to maintain its competitiveness as outlined in the 2001 study. The adoption of the study included a compensation guideline to maintain SCAG's salary ranges at the 75th percentile of its comparable marketplace.

## Salary Surveys Conducted since 2001:

- December 2002
  - January 2003 top of salary range table adjusted by 2.6% for CPI
  - Approved by Personnel Committee in January 2003
- December 2003
  - No changes recommended
  - SCAG salary ranges at or above 75th percentile
- December 2004
  - Three salary ranges recommended for change effective July 1, 2005:

<b>Executive Assistant to the Regional Council</b>	+2.6% top of range
<b>Operations Technician</b>	+6.2% top of range
<b>Sr. Administrative Assistant</b>	+4.8% top of range

The three salary ranges recommended for change above were approved at the June 2005 Regional Council meeting.

In order to complete the work as outlined in Best Practices and the Personnel Concepts, Inc. study a temporary employee with substantial expertise in classification and compensation work was hired in August 2004. Additionally, a full-time regular Human Resources Analyst position is budgeted for the 2005/2006 fiscal year to continue this work. The recruitment process is completed and an analyst started work on July 5, 2006.

## CONCLUSION

We are in process of fulfilling the Best Practices recommended five-year timeline for complete review of all positions. We plan to complete the review of the entire organization by June 30, 2006. We plan to report progress to the Personnel Committee on a go-forward basis.